

**Recruitment Table #2
November 3, 2005**

-Variations-

Agency Rule or Policy (Blue Dot)

1. Update position analysis as needed/required
 - All agencies
2. Testing
 - DHS, Education, DNR
3. Background checks
 - DAS, DHS, Education, Health, DWS, ABC
4. Drug testing
 - ABC, DNR, Health, DAS, DHS
5. Background checks
 - DNR
6. Preliminary background check
 - DNR
7. Licensing check
 - DEQ, Health, Education
8. Physical Fitness, Psychological, POST testing
 - DNR
9. Other modes of advertising
 - DAS, DHS, DEQ, Education, Health, DWS
10. Agency email notification
 - ABC, DWS, DNR, DEQ, DAS, DHS
11. Letters to "all" applicants (denial)
 - DNR
12. Nepotism Form
 - DAS, DEQ, Education
13. Reference checks by HR
 - DNR, DEQ, ABC

14. Reference checks by hiring official
 - DNR, Education, Health, DHS
15. Hiring official sends denial letter
 - DNR, DHS, DAS, DOH
16. HR sends denial letter
 - ABC, DEQ, Education
17. Hiring official schedule interviews
 - Exceptions are DEQ and Education

DHRM Rule or Statute (Orange Dot)

1. 67 -19 (18) RIFs
2. Licensing
 - DEQ, Health, Education, DNR, DHS

Parking Lot

1. Rejection letters – To whom? Who pays?
2. Uniformity in preliminary background checks – centralize?